

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the Extra Ordinary Council meeting held on
Tuesday 18th August 2026
at 7.30pm
at Champions Manor Hall

Present:

Councillor Massey (Chair)
Councillor Kelly (Deputy Chair)

Councillor Bentley	Councillor Thompson
Councillor Sherlock	Councillor Barnett
Councillor Eley	Councillor Knox
Councillor Perham Lake	Councillor Shearring
Councillor Cash	Councillor Ferry
Councillor Wilson	Councillor O'Brien
Councillor Crosbie	Councillor Price

In attendance: Town Clerk and four members of public

C26-339 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from
Councillors Benn, Roberts & Birch
ABSENT Councillor Sismey

C26-340 Dispensation Considerations

No dispensations received.

C26-341 Declarations of Interest

No declaration of interest received.

C26-342 Confirmation of Minutes

The minutes of the Council meeting held on 23 June 2026 were agreed and signed as a true record of the meeting.

Proposed: Councillor Kelly

Seconded: Councillor Price

Vote: All in favour

C26-343 Public Questions

No public questions raised.

C26-344 Local Council Award Scheme – Gold Award

South Woodham Ferrers Town Council achieved the Gold Award under the Local Council Award Scheme in August 2026. This is an excellent achievement and recognises the Council's commitment to good governance, effective performance, and continued improvement.

Proposal: A recorded thank you was extended to the Town Clerk and the staff for working to achieve this award for the Town Council.

Proposed: Councillor O'Brien

Seconded: Councillor Crosbie

Vote: All in Favour

C26-345 Election of members to Council Committees and Working Parities for 2026/27.

Council to consider the request from Councillor Christopher Benn to join committees and working parties.

Proposal: Councillor Benn to join the Planning & Environment Committee

Proposed: Councillor Shearring

Seconded: Councillor Wilson

Vote: All in Favour

C26-346 Bowls Club House at Champions Manor Hall

Council received the draft lease for the Bowls Clubhouse at Champions Manor Hall. The required notices were served to the tenant by the Town Council at the meeting.

Proposal: To proceed with the execution of the lease, following receipt of the Bowls Club sworn statutory declaration signed before an independent solicitor and the lease plans signed in colour, with all documents completed at this meeting.

Proposed: Councillor Thompson

Seconded: Councillor O'Brien

Vote: All in Favour

7.42pm Four members of the public left the meeting.

C26-347 Muga Lease – SWF Playing Fields

Proposal: To defer this item for a future Council meeting due to new information and supporting documentation being received at short notice.

Proposed: Councillor Massey

Seconded: Councillor Crosbie

Vote: All in Favour

C26-348 Christmas Tree

Council considered the report on purchasing a Christmas Tree for 2026-28.

Proposal: It was agreed to accept the quotation from Christmas lights supplier, Lite, for the provision of a 7.02-metre cone Christmas tree at a cost of £5,000 per year for three years.

The specification includes multicoloured LED lighting and a cool white 2D star, with the quotation covering installation and removal. Lite confirmed that, following the three-year period, ownership of the Christmas tree will transfer to SWF for future use. The tree will be located in Trinity Square.

Proposed: Councillor Massey

Seconded: Councillor Kelly

Vote: All in Favour

C26-349 Fire Shutters at Champions Manor Hall

Council received a report and quotations for replacement kitchen fire shutters.

Proposal: To accept quotation one from Armour Shutters Ltd for £5,400.00 for the replacement of two new fire shutters in the kitchen, including the removal and disposal of the existing obsolete shutters.

Proposed: Councillor O'Brien

Seconded: Councillor Shearring

Vote: All in Favour

C26-350 Lift Maintenance at Champions Manor Hall

Council to receive a quotation from our current lift service provider for required work to meet Health & safety requirements.

Proposal: To proceed with the required maintenance work for the lift at Champions Manor Hall at a cost of £2,302.83 excluding VAT.

Proposed: Councillor Wilson

Seconded: Councillor Eley

Vote: All in Favour

C26-351 Media Release

- The completion and signing of the Bowls Clubhouse lease
- South Woodham Ferrers Town Council achieving the NALC Gold Award

C26-352 Next Meeting

The next Council meeting will be held on 20 October 2026 at 7.30pm.

There being no further business to discuss the Town Mayor closed the meeting at 7.55pm.

Signed
(Chair of the Meeting)

Date: 20 October 2026